



New Longton All Saints' C of E Primary School



Team Member Recruitment 2024



Guided by God's Light, we aim to Experience, Enjoy and Excel

A Letter from the Headteacher:

Dear Colleague,

Thank you for your interest in the post of Teaching Assistant 2a & HLTA in Upper Key Stage 2.

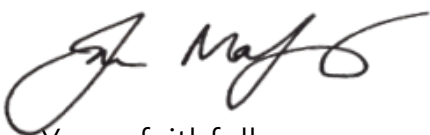
New Longton All Saints' is a forward-looking, inclusive school with a friendly, hard-working and supportive staff who are committed to teamwork and self-development, dedicated to enabling our pupils to realise their full potential guided by our values and faith. Our pupils are happy, caring, polite and enthusiastic and we are immensely proud of them.

We are looking for a hardworking, innovative and dedicated HLTA to join our team and help us in giving our children the best education available. This exciting role will be crucial in giving our children the best possible support with their educational journey and the successful candidate will be an integral part of our UKS2 team which is overseen by our Deputy Headteacher. First and foremost, we are looking for a nurturing, driven and hardworking practitioner. If you feel that you have these attributes, we encourage you to arrange a look round and chat to me or our deputy head, Mrs Urey.

Further details about our school are available on the website:

<https://newlongtonprimary.school>

If you share our vision and believe that you have the necessary skills, determination and enthusiasm to join our team, then I encourage you to come and see our school for yourself. Please telephone the school office on 01772 613470 to make an appointment with me and I would be delighted to show you around and answer any questions you may have.



Yours faithfully,
James Maloney



**New Longton
All
Saints'
Cof E Primary
School &
Nursery**



New Longton All Saints' C of E Primary

A letter of welcome from the Governing Board of the school

An exciting opportunity has arisen to be part of the aspirational and hardworking team in our successful village school, which was judged to be 'Good' in its last Ofsted inspection. As a Church of England School, we endeavour to ensure that a Christian perspective informs all aspects of life. This is reflected in our promotion of Christian beliefs and Gospel values throughout the whole curriculum.

The successful candidate must be committed to embedding and promoting the Christian and family ethos of the school, forming strong relationships with children, staff, parents, governors and the local community.



We are looking for a highly-motivated and forward-thinking practitioner with a clear drive to support our school improvement, who is keen to learn and grow in our supportive environment.

We wish to appoint an outstanding and conscientious HLTA who can demonstrate that they can build on the relationships within the school, through teamwork, dedication and high-quality practice.

Our school is well-maintained and resourced, providing an excellent working environment. The children are happy and motivated with parents who are committed to supporting their children and all aspects of school life. With an energetic and passionate governing body and a hard working teaching staff, we offer the opportunity for you to continue your successful career and to establish yourself as a leader of learning within our wonderful village setting.

Dan Cleary

Interim Chair of Governors

On behalf of the Governing Board of New Longton All Saints' C of E Primary School





**Experience,
enjoy
and excel.**



New Longton All Saints' C of E Primary School

Job Description for a TA2a & HLTA Post

Areas of Responsibility and Key Tasks:

HLTA	
POST TITLE:	Higher Level Teaching Assistant / Teaching Assistant Co-ordinator
GRADE:	Grade 7
LOCATION:	New Longton All Saints' C of E Primary School
RESPONSIBLE TO:	Designated Senior member of staff but subject to supervision by the classroom teacher in respect of teaching and learning activities.
JOB PURPOSE:	The main objectives to be achieved by the Postholder
<p>Under an agreed system of supervision, supporting the qualified teacher as a part of a professional team, plan their role in lessons, preparing, delivering, assessing, reporting and marking learning activities for individuals/groups or short term for whole classes.</p> <p>The HLTA will contribute to a range of teaching, learning and pastoral activities in areas where they have expertise.</p> <p>To advise and support staff in specialist areas within the school and co-ordinate the work, management and development of other Teaching Assistants.</p>	
MAIN ACTIVITIES	<p>What the Postholder will actually do (Activities relating to pupil progress will be subject to the agreed system of supervision)</p>
<p>In addition to the following duties, the postholder may be required to undertake any of the duties normally associated with a lower graded Teaching Assistant post</p> <p>Support for Pupils</p> <ul style="list-style-type: none"> - To assess the needs of pupils and to differentiate curriculum content to support pupils' learning. - To develop and implement pupil's Individual Educational Plans. - To support pupils as part of a planned inclusion programme. - To develop positive relationships with pupils and staff to assist pupil progress and attainment. - To monitor and evaluate pupil responses to learning activities. - Within an agreed system of supervision, to plan challenging teaching and learning objectives. - To take responsibility for implementing agreed systems for pupil supervision and the management of pupil behaviour. - To undertake classroom administrative tasks. - To monitor and record progress and achievement in lessons/activities systematically and provide evidence of range and level of progress and achievement. - To produce lesson plans and worksheet plans. - To administer pupil work experience where necessary. - To undertake marking of pupils work and record achievement. - To administer/mark tests and invigilate examinations. 	

Support for the School

- To organise and manage a purposeful, orderly and supportive environment for learning.
- To support the promotion of positive relationships with parents and outside agencies.
- To contribute/lead meetings, on an individual basis, with parents to provide feedback on pupil progress/achievement.
- To utilise own strengths and areas of specialist expertise to advise and support other school staff in specialist areas.
- To support the provision of out of school learning activities within guidelines established by the school.
- To contribute to the identification and execution of appropriate out of school learning activities which consolidate and extend work carried out in class.
- To work within school policies and procedures.
- To attend staff training as appropriate.
- To take care of their own and other people's health and safety.
- To co-ordinate and supervise the work of Teaching Assistants and hold team meetings as appropriate.
- To ensure appropriate induction arrangements for all new Teaching Assistants including monitoring arrangements and operation of probationary arrangements.
- To undertake recruitment/appraisal/training/mentoring for other teaching assistants.
- To assist in the identification and delivery of development needs.
- To ensure effective communication arrangements.
- To co-ordinate the utilisation of volunteer helpers.
- To be aware of the confidential nature of issues related to home/pupil/teacher/school work.

Support for the Curriculum

- To deliver learning activities including literacy and numeracy programmes, to pupils within an agreed system of supervision, adjusting activities in accordance with pupil needs.
- To select and prepare resources necessary to lead learning activities, taking account of pupils' interests and language and cultural backgrounds.
- To support the use of ICT in learning activities.

Note:

In addition, other duties at no higher a responsibility level may be interchanged with/added to this list at any time.

TA2a	
POST TITLE:	Teaching Assistant 2(a)
GRADE:	Grade 4
LOCATION:	New Longton All Saints' C of E Primary School
RESPONSIBLE TO:	Headteacher
JOB PURPOSE:	The main objectives to be achieved by the Postholder
<p>Under the teacher's clear guidance, in respect of their work with individuals or small groups, to support the education, personal and social development of pupils in the class including those with special needs and/or bilingual needs and to establish positive relationships with pupils and assist them to complete structured learning activities. The role would be to ensure pupils remain on task and to report progress to the teacher.</p>	
MAIN ACTIVITIES	<p>What the Postholder will actually do</p> <p>What prescribed duties the postholder will have</p>
<p>This Grade is not applicable to Teaching Assistants employed in Special Schools.</p> <p>In addition to the following duties, the postholder may be required to undertake any of the duties normally associated with a lower graded Teaching Assistant post</p> <p>Support for Pupils</p> <ul style="list-style-type: none"> - Under the clear guidance of the class teacher to implement structured learning activities and to assist individual/group of pupils to complete tasks. - To undertake activities to assist in monitoring the personal social and emotional needs of pupils. - To develop positive relationships with pupils to assist pupil progress and attainment. - To assist in the devising of pupil's individual targets and their monitoring and review. - Support pupils as part of a planned inclusion programme - To assist in the development of varying skills that support pupils' learning. - To assist in the specific medical/care needs of pupils when specific training has been undertaken. <p>Support for the Teacher</p> <ul style="list-style-type: none"> - To assist in the monitoring/recording of pupil progress and developmental needs. - To assist in the production of learning resources. - To undertake routine classroom administrative tasks including the maintenance of records. - To assist in pupil supervision and assist in the management of pupil behaviour. – To provide information to the class teacher to assist in the planning of work programmes. - To liaise with the school's nominated person in respect of pupil absence. - To assist with the arrangements for out of school learning activities including the administration of work experience. - To provide clerical and administrative support including the collection and recording of money. - Administer routine tests, assist in the invigilation of exams and undertake routine marking of pupils' work <p>Support for the School</p> <ul style="list-style-type: none"> - To assist in providing an atmosphere in which effective learning can take place. - To support the promotion of positive relationships with parents, carers and outside agencies. - To work within school policies and procedures. - To attend staff training as appropriate. - To take care for their own and other people's health and safety. - To be aware of the confidential nature of issues related to home/pupil/teacher/school work. 	

Support for the Curriculum

- To assist the delivery of educational and developmental work programmes.
- To support the use of ICT in learning activities

Equal opportunities

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

Health and safety

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

Safeguarding Commitment

This school is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Attendance

Good attendance enhances the service delivered by schools, minimises staffing difficulties and ensures best value to the school. It is essential that applicants for positions in this school can evidence a previous satisfactory attendance record/commitment to sustaining regular attendance at work.

New Longton All Saints' C of E Primary School Person Specification

The applicant will be required to safeguard and promote the welfare of children and young people.

Note: Selection decisions will be based on the criteria below. At each stage of the process an assessment will be made by the appointment panel to determine the extent to which the criteria have been met and the ability to fulfil the job description for the post.

Candidates failing to meet any of the essential criteria will automatically be excluded at any stage of the process.

The appointing panel will use a combination of assessment tools to determine each candidate's suitability and the extent to which the criteria have been met. These assessment tools include (but are not limited to) the application form, supporting statement, information gathered during the interview process and references.

Post Title – HLTA & TA2a	
Requirements	Essential (E) or Desirable (D)
Qualifications	
Recognised and relevant NVQ Level 3 qualification or equivalent.	E
NVQ level 4 qualification or equivalent	E
Level 2 or equivalent qualification in	E
English/Literacy and Mathematics/Numeracy	E
HLTA Status (or degree with QTS)	E
Forest School Level 3	D
Experience	
Experience of working with children	E
Experience of working in a KS2 classroom environment	E
Knowledge/skills/abilities	
Ability to operate at a level of understanding and competence equivalent to Level 4 standard	E
Ability to relate well to children	E
Ability to work as part of a team	E
Good communication skills	E
Ability to relate well to parents/carers	E
Ability to supervise and assist pupils	E
Time management skills	E
Organisational skills	E
Knowledge of classroom roles and responsibilities	E
Knowledge of the concept of confidentiality	D
Knowledge of Primary National curriculum	E
Ability to make effective use of ICT	D
Ability to assess children's development	D
Ability to plan and deliver lessons	D
Flexible attitude to work	E
Other	
Commitment to uphold and model the values and Christian distinctiveness of our school at all times	E
Commitment to undertake CPD in relation to the role and the development plan of the school	E
Commitment to safeguarding and protecting the welfare of children and young people	E
Satisfactory attendance record/commitment to regular attendance at work	E

Note: In addition, other duties at no higher a responsibility level may be interchanged with/added to this list at any time.

Prepared by J. Maloney (Headteacher) June 2024

Note: We will always consider your references before confirming a job offer in writing

Visits to our school are warmly recommended so that you can see us first-hand.

All relevant information is available on our school website and we encourage candidates to visit it.

It can be reached via the link below:

<https://newlongtonprimary.school>



Guided by God's Light, we aim to Experience, Enjoy and Excel